



## **Sr. Public Service Administrator, Opt. 8D/Division Chief, Oral Health Located in Springfield, IL**

The Illinois Department of Public Health, Office of Health Promotion, has an opening for the Chief of the Division of Oral Health. This position oversees the administrative functions of the Division of Oral Health, including staff supervision, drafting program reports/updates and representing the agency on various external workgroups related to state-wide oral health activities. In addition, the position provides oversight for development of the state's oral health strategic plan, the preparation of grant applications, and advice and consultation to local jurisdictions regarding dental initiatives.

The successful candidate will be responsible for supervising a professional, technical and clerical staff; integrating dental public health programs with other local, state and national health programs; maintaining direction for monitoring and supervising the statewide fluoridation program; planning, directing and coordinating all dental public health programs; serving as the Illinois Department of Public Health's chief advisor on matters involving oral health; serving as a representative of the Illinois Department of Public Health as a member or advisor to various committees; cooperating with groups and agencies in the development of legislative proposals; and be responsible for planning, developing, administering and evaluated statewide policy for the Division of Oral Health.

Qualified applicants must have at a minimum: a license to practice as a dentist in Illinois; three years of progressively responsible administrative experience in a public health organization; knowledge, skills and mental development equivalent to completion of four years of college, preferably with courses in business and public administration; and effective written and oral communications skills and strong interpersonal skills. A Master's degree in Public Health is highly desirable.

The salary range for this position is \$4,295 – \$12,128 per month

### **FOR IMMEDIATE CONSIDERATION:**

Please forward your resume and Illinois Employment Application (CMS-100) directly to:

Illinois Department of Public Health  
Office of the Director  
69 W. Washington Street, 35<sup>th</sup> Floor  
Chicago, IL 60602  
Attn: Robin Tucker-Smith  
[dph.hrrecruiter@illinois.gov](mailto:dph.hrrecruiter@illinois.gov)

Illinois employment applications (Form CMS-100) are available and downloadable at:  
<http://www.work.illinois.gov/download.htm>

*For more information on the Illinois Department of Public Health and our offices  
visit our website @ <http://www.idph.state.il.us/>*

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IDPH is an equal opportunity employer committed to a diverse workforce. In compliance with the American's with Disabilities Act and the Illinois Human Rights Act, state agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the state provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan Interview process.

*Application Deadline: Open Until Filled*